



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 5.9**

---

### **Subject: Training Waivers**

Supersedes: N/A

**Local Policy: No**

**Local Procedures: No**

**Training Required: No**

**Approved by:**

**Effective date: 07/01/98**

**Revision date:**

### **Application**

To All Department of Children's Services Employees

**Authority:** TCA 37-5-106

### **Policy**

A waiver from a required DCS course may be granted when an employee can validate that the content of a previously completed course is consistent with the required DCS course. This policy does not apply to DCS required annual in-service review courses, e.g. first aide, Nonviolent Crisis Intervention, AIDS, etc. It is the intent of the Department to recognize previous training and avoid any unnecessary duplication.

### **Procedures**

#### **A. Written request**

1. The employee will submit a written request, approved by the supervisor, to the appropriate training coordinator with the following information:
  - ◆ Title of course;
  - ◆ Source of the training (e.g., Computer Training Center, Atlanta, Georgia, etc.);
  - ◆ Date of training;
  - ◆ Certificate of completion;
  - ◆ Description of course and objectives; and, number of hours.
2. Once approved at the regional or facility level, the approved waiver will be forwarded to the staff

development division.

3. Staff Development and central office program staff will review the request and prepare a written response to the Training Coordinator within 14 calendar days.
4. The training coordinator, in turn, will notify the employee and supervisor about the outcome of the request.
5. The disposition of the request will become a part of the employee's training records maintained accordingly.

## **Forms**

None

## **Collateral Documents**

*None*

## **Standards**

None